DOCUMENT RESUME

ED 285 493 HE 020 727

TITLE	Teaching Assistant Policies and Procedures.
INSTITUTION	Wisconsin Univ., Madison.
PUB DATE	Jan 85
NOTE	26p.; Paper identified by the Task Force on Establishing a National Clearinghouse of Materials Developed for Teaching Assistant (TA) Training.
PUB TYPE	Guides - Non-Classroom Use (055)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	*College Instruction; Eligibility; Employment Practices; *Graduate Students; Higher Education; *Noninstructional Responsibility; *Personnel Policy; Supervision; Teacher Responsibility; *Teaching Assistants; Teaching Conditions
IDENTIFIERS	*Teaching Assistant Training Project; *University of Wisconsin Madison

ABSTRACT

Policies and procedures covering graduate teaching assistants (TAs) at the University of Wisconsin-Madison are presented. A TA's duties may include classroom teaching under the direction of a faculty member, assisting in teaching classes, discussion groups, problem-solving sessions or laboratories, assisting in planning courses and developing instructional materials; preparing and grading exams; evaluating student assignments; and serving on assignment committees. Teaching assistant appointment concerns include: equal appointment opportunity, types of appointments, guarantees of long-term support, probationary period, appointments during the fifth year and beyond the sixth year of graduate study, appointment criteria, experience levels, stipends, course assignment, summer session appointments, English proficiency, and sick leave and maternity or paternity leave. Information is also provided on: committee governance structure; class size and instructional responsibilities; educational planning; orientation, supervision, and evaluation of teaching assistants; discipline or discharge; grievance procedure; instructional resources and environment; and benefits (tuition deduction and health care). (SW)

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University of Wisconsin-Madison

Teaching Assistant Policies and Procedures

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Endorsed by the UW–Madison Faculty Senate.

Introduction

The teaching assistant system is a valuable part of the University of Wisconsin-Madison. The system provides an instructional resource of great benefit to the University, and financial support to graduate students, and indirectly to graduate programs. It also provides supervised teaching experience, an important employment credential for many graduate students.

Teaching assistants (TAs) are first and foremost graduate students. Because of the special nature of their dual role, they must have the benefit of special safeguards (e.g., definitions of the extent of instructional responsibilities, and, where appropriate, guarantees of long-term financial support). Accordingly, the following policies and procedures have been developed.

These policies and procedures cover all graduate students enrolled at the UW-Madison who are appointed with the title of teaching assistant to carry out teaching duties or to assist in such duties under the supervision of a faculty or collateral faculty member who has the ultimate responsibility for the course.

A TA's duties may include, but are not limited to, classroom teaching under the direction of a faculty member; assisting in the teaching of classes, discussion groups, problem solving sessions or laboratories; assisting in planning of courses and development of instructional materials; preparing and grading exams; evaluating student assignments; and serving on assignment committees. A teaching assistant shall not be required to perform duties unrelated to the instructional program.

There is a great variety of programs in this University and of ways in which teaching assistants function within those programs. These policies and procedures are intended to provide sufficient flexibility in the implementation process and in the governance structure to preserve the important principle of departmental responsibility for educational programs. If a department or program discovers a conflict between any specific provision of these policies and procedures and its educational requirements, and if this conflict cannot be resolved internally, the department or program can propose to the school or college Committee on Teaching Assistant Policies and Procedures (described in Chapter 1.02) an alternative in keeping with the principles on which these policies and procedures are based.

NOTES: [1]Where courses are the responsibility of collateral faculty, the use of *faculty* in this document should be read to include *collateral faculty*.

[2]Any references in this document to *department(s)* or *departmental* (whether the phrase "or program unit" follows or not) should be read to include *program unit(s)*.

[3]Unless otherwise specified, any references to *days* in this document should be interpreted as *calendar days*.

Chapter 1
Committee Governance Structure

1.01 Department or Program Committee.

A. Each department or program with teaching assistants shall have a Committee on Teaching Assistant Policies and Procedures. The Committee shall consist of a faculty majority, shall include teaching assistants and other students not teaching assistants majoring in the department, and may include members of the collateral faculty holding appointments in the department. The teaching assistants and other students shall be selected by the recognized departmental student organization(s) and, together with the faculty members, be appointed by appropriate departmental procedures. (For further details, see Chapter 5.23 of *UW–Madison Faculty Policies and Procedures.*)

B. In accordance with UW–Madison procedures for departmental governance, the Committee may develop and recommend to department faculty general policy relating to teaching assistants that is consistent with existing college and campus policy (in the case of conflict, the latter will govern). For example, matters considered to be department or program policy issues include criteria or recommendations to be used in selection of teaching assistants; types of appointments; the number of teaching assistants allocated to, or types of teaching assistant appointments used by, different components of the departmental teaching program; appeals by teaching assistants of assigned duties; recommendations of class-sizes appropriate to specific courses; and training and orientation of teaching assistants. The Committee also participates in the grievance procedures. (For further details see Chapter 3, Chapter 5.01, and Chapter 7.03(A).)

C. Issues not considered to be policy under the jurisdiction of this Committee include such matters as assigning particular teaching assistants to specific courses, making specific decisions on appointments and workloads of individuals, and determining methods of evaluation of teaching performance within individual courses. The criteria for satisfactory progress toward a degree and other purely academic matters that pertain to all graduate students are also excluded.

D. Where needs of the department or program cannot be met within the framework of existing college or campus policies, the department or program may request a change in the scope or specificity of the higher level policy. Such a request shall be made first to the school or college Committee.

1.02 School or College Committee.

A. Each school or college with teaching assistants shall have a Committee on Teaching Assistant Policies and Procedures. The Committee shall have a faculty majority, consist of faculty, academic staff, teaching assistants, and other students not teaching assistants; the teaching assistants and other students to be selected by the student government of the School/College, and appointed by the Dean. (For further details, see Chapter 3.07 of *UW–Madison Faculty Policies and Procedures.*)

In accordance with established procedures for school or college governance, the Committee may develop and recommend to the school or college faculty policy relating to teaching assistants that is consistent with campus policy (in the case of conflict, the latter shall govern). In addition, it shall review any department or program request for a modification to existing school or college policy and recommend to the school or college faculty a disposition of this request. The Committee shall also review department requests for modifications of, or departures from, campus policies. If deemed appropriate, the Committee shall make a recommendation thereon to the Campus Committee. Other duties of the Committee shall include approval or disapproval of departmental class-size recommendations and review of department/program unit training and orientation efforts. It will also participate in the grievance procedure. (For further details, see Chapter 3, Chapter 5.01 and Chapter 7.03(B).)

1.03 Campus Committee.

A. There shall be a Campus Committee on Teaching Assistant Policies and Procedures. The Committee shall consist of six members of the faculty, at least one from each faculty division, appointed by the University Committee from among departments using teaching assistants; to serve rotating three-year terms; two members of the collateral faculty, selected by the Chancellor after consultation with the Academic Staff Committee, each to serve a two-year renewable term; two teaching assistants and one other student not a teaching assistant, to be selected by the Wisconsin Student Association, to serve one-year renewable terms. (For further details, see Chapter 6.37 of *UW–Madison Faculty Policies and Procedures*.)

B. The Committee shall be responsible for reviewing requests for departures from University policies and procedures governing teaching assistants. Further, it shall recommend to the Faculty Senate any changes in these policies and procedures. A review of policies and procedures may be initiated by the University Committee, the Faculty Senate, the Chancellor, the Campus Committee on Teaching Assistant Policies and Procedures, school or college Committee, or as prescribed in 1.01(D) and 1.02(B). The Committee shall also participate in the grievance procedure. (For further details, see Chapter 7.03(C).)

Chapter 2
Teaching Assistant Appointments

2.01 Equal Appointment Opportunity.

A. A decision to appoint a graduate student to a teaching assistantship shall be based on the departmental selection criteria (see Chapter 2.07) and on the current and future availability of financial resources.

B. The equal opportunity and non-discrimination provisions of the Wisconsin Statutes, University of Wisconsin System policies, and UW-Madison policies apply to the appointments of TAs. (Complaints alleging discrimination will be referred through the same mechanism that applies to all other UW-Madison appointees, with the Affirmative Action Office being ultimately responsible for the University's investigation of the complaint. Teaching assistants should also be aware that sexual harassment of a TA by a supervisor or of a student by a TA is prohibited by law and/or University policy.)

C. The University seeks to continue to develop its affirmative action programs to the end that discrimination in hiring, admission, and educational policies because of sex, race, ethnic, or economic background will be forever eliminated from the University of Wisconsin-Madison.

2.02 Types of Appointments.

There are three categories of teaching assistant appointments described in detail below. They are "regular," "limited-term," and "fifth-year." A "regular" teaching assistant is one who is guaranteed an appointment for longer than one year. A "limited-term" teaching assistant is one who is appointed for either one or two semesters. A "fifth-year" teaching assistant is one who is appointed in his or her fifth or later year(s) of graduate study.

2.03 Guarantees of Long-Term Support.

A. 1. Graduate students who accept initial appointments as regular teaching assistants, and serve in that capacity during the period for which the appointment is specified, are guaranteed support at the percentage of time specified in the initial letter of appointment. The guarantee is for the number of consecutive academic years dating from the effective date of the initial appointment as described in Chapter 2.03(B), and is also subject to the provisions of appointments noted below and to other provisions of this document.

2. An individual who accepts a guarantee of long-term support as a regular TA, and then accepts some other form of University assistance instead of commencing initial service as a regular TA, may be guaranteed support as specified above, at the discretion of the appointing department. Any such guarantee shall be in writing.

3. An appointment of a percentage greater than that specified in the initial offer can be made by the appointing department subject to the limitations of Chapter 2.10(A). Such an appointment can be subsequently reduced to the initial percentage at the discretion of the department so long as such a reduction does not violate any of the provisions of these policies.

B. Guarantees of long-term support for regular appointments shall be governed by the following:

1. Subject to the provisions below, teaching assistants appointed in the first year of graduate study shall receive a guarantee of long-term support of four years.

2. Teaching assistants first appointed as regular TAs in the second, third, or fourth year of graduate study shall receive a long-term support guarantee of three years. However, a graduate student whose previous graduate work has been determined by the department not to be relevant to the degree being sought shall receive a four-year guarantee of support. No department is required to guarantee more than four years of support to an individual during his or her graduate study at the UW-Madison.

When a student has had support through the UW-Madison prior to the beginning of the regular appointment and its long-term support guarantee, but subsequent to the completion of one year of graduate work, this support counts as a part of the number of semesters guaranteed. This support counts whether it is as a TA, Fellow, Research Assistant (RA), Project Assistant (PA), Lecturer, or Trainee, and regardless of the department in which the student was enrolled or supported. See also Chapter 2.03(C) (4).

3. The guarantees of long-term support shall be terminated when an individual ceases to be a graduate student or when an individual completes the degree for which he or she was admitted.

4. Students in their fifth and further year of graduate study may be offered support for one semester or more without being counted either as a regular appointment or as a "limited-term" appointment, and they shall not have a guarantee of long-term support except as allowed under Chapter 2.03(B)(2) above. Their designation shall be "fifth-year."

C. A regular appointment is also subject to the following provisions:

1. Continued financial support is contingent both upon satisfactory progress as a graduate student in the department in which the appointment was made and upon satisfactory teaching performance. (Satisfactory progress as a graduate student is defined and judged by the department's written statement of criteria in effect at the time the initial offer of appointment as a teaching assistant was made.) If an individual is given an appointment as a teaching assistant by a department in which he or she is not a graduate student at the time of appointment, the continuation of support shall be contingent upon satisfactory progress as a graduate student in the department in which he or she is enrolled as a graduate student and upon satisfactory teaching performance as judged by the appointing department.

2. Any appointment as a Fellow, RA, PA, Lecturer, or Trainee, at the same or higher percentage of full-time as that guaranteed in the initial letter of appointment as a TA, fulfills the guarantee of long-term support. The exact dollar amount of the stipend may vary (e.g., a half-time RA appointment is considered equal to a half-time TA appointment for this purpose), but fulfillment of the support guarantee is measured by the percentage of full-time at which the alternate support is held.

3. If a regular teaching assistant resigns the appointment, changes the department of enrollment, or withdraws from graduate school, the guarantee of long-term support is terminated unless mutually satisfactory arrangements are made between the individual and the department responsible for the guarantee of long-term support. Such arrangements shall be in writing.

4. If a department accepts as a graduate student an individual who had a guarantee of long-term support in another department, the department accepting the student has no obligation to continue support. However, if the department does appoint the student as a regular TA, it may count the TA's support in the other department when calculating its remaining obligations to the TA, if it determines that the previous academic work is relevant to the degree being sought.

5. A teaching assistant who gives up a TA appointment, after having taught at least one semester, to accept a UW-Madison appointment as a Fellow, RA, PA, Lecturer, or Trainee does not relinquish the right to a guarantee of long-term support provided the TA gives adequate notice and the department chairperson is able to arrange reassignment of the TA's responsibilities. Where a TA accepts alternative support, the department may replace the TA with a "limited-term" TA. Time spent in alternative support shall be counted in calculating support guarantees.

6. An individual may interrupt the period of guaranteed support if mutually satisfactory arrangements can be made with the appointing department. Such interruptions shall not be included in calculating consecutive years of guaranteed support and shall not result in termination of guarantees of long-term support. Requests for interruptions and departmental responses shall be made in writing.

2.04 Probationary Period.

A. The first two semesters of a regular teaching assistant appointment are a probationary period. Termination of an appointment during the probationary period shall not be arbitrary and shall be based on either unsatisfactory teaching performance, unsatisfactory progress as a graduate student or some other occurrence or condition which would normally constitute just cause for dismissal. Such a decision to terminate is not subject to the grievance procedure in Chapter 7 but may be pursued under any appeal mechanism normally available to graduate students. If termination is necessary, the appointment shall terminate at the end of the second semester of appointment unless the situation requires immediate removal from the classroom. Written notice of termination shall be given by April 1 (if the first semester of appointment was in the fall) or November 1 (if the first semester of appointment was in the spring).

B. If, during the first semester, the teaching assistant has clearly demonstrated teaching proficiency and has met the requirements of the department, he or she may be removed from probationary status at the end of the first semester of appointment.

C. A teaching assistant who has taught satisfactorily at least two semesters as a "limited-term" teaching assistant in the appointing department is considered to have completed the probationary period.

2.05 Limited-Term and Fifth-Year Appointments.

A. Limited-Term Appointments:

1. Departments may offer "limited-term" appointments for one semester if one or more of the conditions listed in paragraph 2.05(A)(3) below is applicable. An individual may be appointed as a "limited-term" teaching assistant for more than one semester. "Limited-term" TAs should not exceed 20 percent of all teaching assistant appointments at the UW-Madison on a campus-wide basis.

2. Whenever the justification for the "limited-term" appointment involves reasons that extend over two successive semesters, the department may offer such appointments for a two-semester duration.

3. The conditions under which departments may make "limited-term" appointments are as follows:

a. Enrollment and/or staff fluctuations in courses make it necessary that additional TAs be hired.

b. TAs who have accepted an appointment for the semester in question resign, fail to report, or accept some other kind of support making it necessary that additional TAs be hired.

c. Changes in course offerings and/or a reduced need for TAs in the following semester make it necessary that additional TAs be given only limited-term appointments.

d. Previously appointed TAs are on leave of absence, making it necessary that additional TAs be hired as replacements.

e. Reassignments of TAs for any of the above reasons make it necessary for a department to hire additional TAs to fill the positions left vacant by those reassignments.

B. Fifth-Year Appointments:
"Fifth-year" TA appointments of one or more semesters may be made to students who will hold the appointments during their fifth or later year of graduate work. Each department may establish its own mechanisms for offering support to "fifth-year" appointees subject to Chapter 2.06.

2.06 Appointments Beyond the Sixth Year of Graduate Study. Departments should not offer TA appointments to students who have completed six years of graduate study without the written approval of the major professor and without the approval of the Dean.

2.07 Appointment Criteria. Departments shall make public and accessible to TAs and graduate students the established departmental criteria for all teaching assistant appointments. The criteria shall be kept current by the inclusion of any revisions made by the department.

2.08 Experience Levels.

A. Experience is defined in semester-units of teaching experience as a teaching assistant in the University of Wisconsin System; or as a teacher or graduate teaching assistant in other accredited universities or colleges; or as a teacher in a high school, vocational school, technical school, or community college; or, if relevant, as a teacher with any comparable experience in a foreign school system.

B. One semester-unit of experience is granted to a teaching assistant who has taught one full semester of a two-semester academic year in a capacity defined in 2.08(A) above. Two-thirds of a semester-unit of experience is granted to a teaching assistant who has taught one full quarter of a three-quarter academic year in a capacity defined in 2.08(A) above. Two-thirds of a semester-unit of experience is granted to a teaching assistant who has taught one full summer session in a capacity defined in 2.08(A) above.

C. There are two classifications of teaching assistants based on experience:
1. An "inexperienced" teaching assistant has had less than one and two-thirds (1⅔) semester-units of experience.

2. An "experienced" teaching assistant has had one and two-thirds (1⅔) or more semester-units of experience.

2.09 Stipends.

A. "Inexperienced" and "experienced" teaching assistants, as defined in paragraph 2.08(C) above, receive stipends according to the stipend rates set by the Board of Regents of the University of Wisconsin System. Changes of the stipend rate from the "inexperienced" to the "experienced" shall be effective at the beginning of the semester following a change in eligibility.

B. Current stipend rates for each experience level shall be on file in each departmental office.

2.10 Appointment Percentages.

A. Any teaching assistant appointment above 50% for any semester must be approved in writing by the major professor or advisor and by the Dean, and those above 75% must additionally be approved by the Chancellor. A teaching assistant shall not be required to accept an appointment above 50%. A graduate student's continued satisfactory academic progress toward the degree is the primary concern when considering appointments above half-time. This, rather than the satisfaction of the department's temporary instructional needs, is the guiding principle.

B. Graduate students who hold appointments as TAs shall be supported at one-third time or more except as provided in 2.10(C) and 2.14(F). This may be met by any combination of appointments as TA, Fellow, RA, PA, Lecturer, or Trainee for which the total appointment equals or exceeds one-third.

C. Total appointments at less than one-third time can be made only at the request of an individual teaching assistant. Such appointments shall be reviewed in advance by the department and Dean and be granted solely in cases where the appointment is clearly in the student's interest.

2.11 Letters of Appointment. All newly appointed "regular," "limited-term," and "fifth-year" teaching assistants shall receive a letter of appointment which specifies the type of appointment, experience classification, percentage of appointment, duration of appointment, number of semesters in any guarantee of appointment, any course assignment made at the time, and the length of the probationary period, if any. At the time the appointment is offered, all new regular TAs shall be given a copy of the written statement of criteria for satisfactory progress as a graduate student in the department of enrollment. Departments shall distribute copies of the *UW-Madison Teaching Assistant Policies and Procedures* to all TAs when they assume their appointments. In addition, prior to subsequent academic periods, all continuing teaching assistants shall receive a written notice of the time remaining in any guarantee of appointment, and of any course assignment known at the time.

2.12 Course Assignment.

A. A teaching assistant may request assignment to a particular course, and when in the department's judgment the TA is qualified to teach the course, the course supervisor is agreeable to the assignment, and the department can staff its other courses in a manner which it deems satisfactory, the TA's request should be considered within the context of the educational needs of the department.

B. Departments are encouraged, if possible, to notify TAs of their tentative course assignments by August 1 for fall semester courses and by December 1

for spring semester courses. Such notification does not guarantee the assignment.

C. Each semester, departments shall make public and accessible to TAs and graduate students a list of those courses for which it plans to appoint TAs in the coming term. Such information should be made available no later than the last week of classes in the spring semester for the following fall semester's courses, October 15 for spring semester courses, and April 15 for summer session courses.

2.13 Teaching Assistant Appointment Records.

A. Any TA (together with a representative if the TA desires) may, upon written request, inspect and review any file maintained by the University relating to his or her performance as a TA or as a graduate student. (Excluded are confidential letters and statements of recommendation received by the University prior to January 1, 1975, and confidential letters and statements of recommendation regarding admission to the University, application for employment, or the receipt of an honor or honorary recognition which letter the individual has waived his or her right to inspect and review).

B. Additions to TA appointment records shall be limited to material directly related to the TA's teaching and academic record. A TA has the right to respond in writing to any written material or evaluation made of him or her and that response shall be placed in the TA's file.

C. Evaluations of a TA's teaching and other TA duty-related activities which affect the appointment shall be in writing and a copy provided to the individual TA within a reasonable time. No written material shall be used in any action adversely affecting an individual's appointment as a TA unless a copy has been provided to the individual.

D. The fact that a TA has filed a complaint or grievance shall not be included in the TA's file or considered by a department or any of its faculty members in actions affecting a TA's appointment or academic progress unless requested by the TA. Documents prepared after the filing of a grievance or complaint for use in the grievance proceedings shall not be included in the TA's file without his or her written request.

E. Letters of recommendation concerning performance of a TA written by the UW-Madison staff, whether open or confidential, shall be consistent with the non-discrimination provisions of the Wisconsin Statutes, UW System policies, and UW-Madison policies. Non-confidential letters of recommendation written on behalf of a TA should be placed in the TA file.

F. Any allegation that a letter of recommendation was discriminatory shall be investigated by the University.

2.14 Summer Session Appointments.

A. TA appointments in summer session courses are covered by this policy statement with the modifications shown in the following paragraphs.

B. A TA does not have an entitlement to a summer appointment.

C. The limitation on proportion of total appointments that may be "limited-term" [Chapter 2.05(A)(1)] does not apply during the summer session.

D. An individual offered a summer appointment is not obliged to accept it. Failure to accept shall not affect rights of continued assurances of support.

E. Summer appointments shall not be counted in the calculation of long-term support guarantees.

F. The one-third time general minimum size of appointment defined in Chapter 2.10(B) does not apply to summer appointments, nor does the maximum appointment level described in Chapter 2.10(A). The percentage of appointment, duration of appointment, and the remuneration shall be specified in a letter of appointment.

2.15 English Proficiency. Departments shall not make teaching assistant appointments to students for whom English is a second language unless a test of spoken English, a suitable tape recording, or other reliable evidence of the applicant's proficiency in oral comprehension and speech indicates that an appointment is appropriate.

2.16 Jury Duty.

A TA who is absent from assigned duties because of selection for jury duty, and who has not been excused by the court in order to meet his or her obligations to the students in his or her class, shall be paid by the University the difference between his or her regular stipend and that paid for jury duty exclusive of expenses for the period of time he or she is required to serve. When not empaneled for actual service and only on call, the TA shall report to work unless authorized by the department chairperson to be absent from his or her work assignment, during which absence there shall be no reduction in the stipend level. The TA's department is responsible for finding a replacement for the TA while he or she serves as a juror.

2.17 Sick Leave and Maternity or Paternity Leave.

A. If illness, injury or pregnancy (including prenatal care, delivery and post delivery recuperation) requires a TA to be absent from teaching obligations after commencing duties in any given semester, the TA shall follow department procedures in arranging for a substitute acceptable to the department or make other arrangements for meeting these obligations which are acceptable to the department. The unavailability of a substitute TA shall not prevent a TA's use of sick leave for illness, injury, or pregnancy. The TA shall continue to receive his or her stipend while ill, injured, or pregnant during the semester if the TA remains enrolled as a graduate student. A TA may use sick leave to attend to the serious illness, injury, or death of spouse, children or other members of the immediate family. The department may require a physician's statement verifying the TA's or family member's condition.

B. A TA may use sick leave to care for newborn or newly adopted children. Use of sick leave for this purpose should not exceed ten (10) workdays during the fourteen (14) calendar days immediately after delivery of newborn children, or after taking custody of children. Additional use of sick leave may be made if warranted by the medical condition of the parent or child. The department may require a physician's statement verifying the TA's or family member's condition.

C. Only one parent at a time (if both have UW-Madison TA appointments) may use sick leave during the prenatal, delivery, and post-delivery periods, or to care for newborn or newly adopted children, unless there are documented medical reasons requiring both parents to be absent.

D. If a TA is unable, or believes he or she will be unable, to report for work at the start of the semester because of illness, injury, or pregnancy, the TA shall inform the department chairperson prior to the first day of registration. If the TA's condition remains such that it is impossible for the TA to resume teaching duties by the start of the third week of classes, the TA shall not receive a stipend and shall be granted leave for the entire semester unless the department elects

to appoint the TA when available for return to duties, in which case the stipend shall be reinstated beginning with the date of return. Such leave shall not be construed as either discipline or discharge. One full semester spent on such leave status shall not be counted for purposes of calculating obligations of long-term support to the TA.

E. If another TA is hired to replace a TA who is ill, injured, or pregnant, the replacement shall be considered as a "limited-term" or "fifth-year" appointee. Such appointment may be for less than a full semester.

Chapter 3
Class Size and Instructional Responsibilities

3.01 Class Size.

A. Departmental faculty have the primary responsibility for establishing class size limits for courses to which teaching assistants are assigned. They shall analyze the pedagogical requirements for such courses and establish appropriate class size limits, together with an itemized list of teaching assistant responsibilities for the course. In determining these limits, the views of pertinent academic staff, TAs and students should also be considered. At no time during the semester, except as provided in Chapter 3.01(B), shall enrollment in any TA-taught section exceed 24. Departments may establish class-sizes below 24.

B. Departments which consider that class sizes in TA-taught sections of certain courses can exceed 24 on sound pedagogical grounds may petition their school or college Committee on Teaching Assistant Policies and Procedures to establish class-sizes above 24. The petition, which also must make reference to the effect on instructional responsibilities as outlined in Chapter 3.01(C), must be made and approved by the Committee in advance of the semester for which the class size is requested and the Committee's decision transmitted as expeditiously as possible to the Campus Committee on Teaching Assistant Policies and Procedures. Once approved by the school or college Committee, the established class size maximum in excess of 24 holds until such time, if any, the department successfully petitions to establish another class-size level in excess of the approved level.

C. Coordination of class size and teaching duties will insure the maintenance of educational quality and also protect teaching assistants from excessive instructional responsibilities. The accepted standard is 360 hours per semester of assigned instructional responsibilities (such as those listed in Chapter 3.02(A)) for a half-time teaching assistant appointment, or a proportional number of hours for other levels of appointments. In establishing enrollment limits for courses, departments shall adjust the percentage time of TA appointment to reflect those aspects that may be sensitive to changes in enrollment such as grading, holding office hours, preparing and administering exams and other exercises, consulting with students about their individual projects, and also safety considerations.

3.02 Instructional Responsibilities.

A. Teaching involves a wide variety of activities. As assigned by the department and supervising faculty member, the responsibilities of teaching assistants may include but are not limited to such items as preparation and presentation for classes, preparation of written or audio-visual materials, leading discussions, supervising students in laboratories, attending lectures, rating student work, holding office hours and other consultations with students, writing and grading quizzes and examinations, compiling bibliographies, and conferring with the supervising professor. Teaching assistants may also be required to

participate in orientation programs related to their teaching activities and in assignment committees, prepare laboratory materials, operate instructional equipment, and perform other instructionally related tasks.

B. In assigning instructional responsibilities to TAs:

1. The department and the supervising professor shall establish the required duties of the teaching assistant and the supervising professor shall discuss these duties with the teaching assistant at the beginning of each semester. Satisfactory performance of those duties shall not require an effort exceeding 360 hours per semester for a half-time appointment, or a proportional number of hours for other percentages of appointment.

2. If at any time during the semester a TA believes that the duties cannot be accomplished satisfactorily within the allotted time, the TA has the responsibility to discuss the matter with the supervising faculty member and to request a revision in the required duties if that seems necessary. If the TA is not satisfied with the supervising professor's written response which shall be provided within 7 days, the TA may file a grievance under Chapter 7.03(A) within 10 days from receiving the response.

If the TA believes that the required duties have already exceeded the allotted time, the TA must make such a request within 10 days from the claimed date the time was exceeded. However, if the claimed date is during or after the last week of classes in a given semester, the complaint may be filed up to the end of the first week of classes in the following semester.

3. A department or a supervising faculty member may establish reasonable prerequisites that a TA must meet in order to teach a particular course, and may determine whether those prerequisites have been met before the TA becomes eligible to teach the course. A TA should not be assigned to a course for which he or she is not fully qualified. If a TA requests an assignment to such a course without first having all the prerequisites, the TA shall not be granted a stipend for the time involved in meeting the prerequisites if the request is granted. However, if a TA is assigned to a course which the TA has not requested and for which he or she does not meet the prerequisites, the TA shall be paid for the time which, in the supervising professor's judgment, is necessary to satisfactorily meet those prerequisites.

4. A TA shall not be requested or required to perform services without proper compensation.

5. All performance standards that the UW-Madison, a school or college, and/or a department may establish shall be reasonable and be interpreted and applied uniformly to all teaching assistants under like circumstances.

Chapter 4
Educational Planning

4.01 Department Mechanisms.

A. Educational planning mechanisms should be developed by the faculty of each department at UW-Madison in collaboration with the students and TAs involved in the courses offered by that department. These mechanisms shall be open and should insure that the educational goals of students and TAs, as well as the experiences of TAs and students in courses in the department, are considered. Such mechanisms, however, shall not infringe upon the ultimate responsibility of the faculty for curriculum, course content, grades, and grading.

B. If any of the mechanisms involve representation of TAs and/or students enrolled in courses in a department, those groups shall have the opportunity to select their own representatives. However, the department may appoint representatives if a reasonable effort to obtain representation by other means is not successful.

C. Any written reports issued as a result of such educational planning mechanisms shall be distributed or posted, for information purposes, in locations easily accessible to students and TAs.

Chapter 5
Orientation, Supervision and Evaluation of Teaching Assistants

5.01 Orientation.

A. Each department shall have a process by which TAs are to be trained and advised concerning their assigned duties. Where possible or desirable, departments with similar missions may group together to implement such processes.

B. All departments shall provide a written description of established training processes to the school or college Committee on Teaching Assistant Policies and Procedures. The school or college Committee shall function as a clearinghouse for training process ideas.

C. If the school or college Committee on Teaching Assistant Policies and Procedures identifies training processes that appear to need revisions or additions, the Committee shall recommend appropriate improvements in the training processes.

5.02 Supervision and Guidance.

A. Those who directly supervise TAs shall meet with them regularly in order to review lesson plans and to offer counsel on specific teaching techniques.

B. All TAs should have at least one class observation per semester in the first year of appointment. Such observations, whether by the course coordinator or other faculty members, shall have as their goal constructive criticism and suggestions, and provide the opportunity for guidance and instruction of TAs in teaching methods. Supervisory and guidance activities for TAs beyond the first year of appointment are also encouraged and are a departmental responsibility.

C. If a supervising faculty member is responsible for a great number of TAs, other faculty or instructional staff in the department may be assigned to observe such TA sections.

D. When a faculty or other staff member enters a TA's classroom, the purpose of the visit shall be promptly discussed with the TA. (Also see Chapter 5.03(A)).

5.03 Evaluation.

A. A TA shall be given at least 24 hours notice of any proposed observation for the purpose of teaching evaluation. This observation may be combined with the observation referred to in Chapter 5.02(B).

B. A Teaching Assistant Review Committee shall exist in each department to review TA teaching performance. This committee may be a subset of the department Committee on Teaching Assistant Policies and Procedures. The composition of such committee shall be in accordance with established departmental procedures. Departments may have TAs and other students on the Committee, and will in any event ensure that students have the opportunity to provide input to be considered in reviewing TA performance.

C. The teaching performance of all beginning TAs shall be comprehensively reviewed by the Committee in each semester of the first year of appointment, and all TAs shall have such a review at least once per academic year after the first year. The outcome of this review shall be shared with the TA. The TA shall be given the opportunity to make written comments regarding the review. A copy of all supervising faculty member evaluations and any written documents resulting from the review of these evaluations shall be given to the TA and placed in the appointment or graduate record file. In all cases the review of the TA's performance should consider that performance as it may be affected by the course as a whole.

D. Following any negative review, the Committee shall make a recommendation to the supervising faculty member and to the department chairperson. The recommendation may include discharge of any TA whose teaching performance is deemed to be unsatisfactory. The department chairperson, in consultation with the department Executive Committee, may accept the Review Committee's recommendation and discharge a TA.

The Review Committee may, however, instead recommend steps to improve the teaching performance of the TA if these steps have been deemed to be appropriate and feasible. If a department chairperson, in consultation with the department Executive Committee, accepts such a Review Committee recommendation and undertakes to establish and implement such appropriate teaching improvement measures, such action shall be reported to the Review Committee. The TA shall be provided with a written statement of the stipulated steps, the date by which the TA is to have shown teaching performance improvement and the means by which any such improvement is to be evaluated.

If a TA's performance is still found to be unsatisfactory by the Review Committee, his or her appointment shall be terminated at the end of the time specified provided the department chairperson, in consultation with the department Executive Committee, concurs. The department Executive Committee shall notify the Review Committee of its reasons, despite apparently insufficient teaching improvement on the part of the TA, if it chooses to continue the appointment.

E. The department chairperson with the approval of the Executive Committee, may accept or reject the Review Committee recommendation and discharge or discipline a TA for unsatisfactory teaching performance.

Chapter 6
Discipline or Discharge

6.01 Application. The provisions of this Chapter apply only to TAs beyond the probationary period. (Also see Chapter 2.04.)

6.02 Just and Sufficient Cause. A teaching assistant shall not be disciplined or discharged except for just and sufficient cause. "Just and sufficient cause" includes but is not limited to unsatisfactory progress as a graduate student and/or unsatisfactory teaching performance. Assignment of alternative support to an individual under terms of the "Appointment" section of this policy statement, as an alternative to reappointment as a TA, shall not be interpreted as "discipline or discharge."

6.03 Non-Retaliation. Teaching Assistants are protected by the provisions of Subchapter III of Chapter 230, *Wis. Stats.*, which prohibits retaliation for disclosing information when such information indicates a violation of state or federal law, mismanagement, abuse of authority, a substantial waste of public money, or a danger to public health or safety. Non-Retaliation shall also apply when disclosed information bears upon violation of University System or UW–Madison policy. Retaliation against TAs for using the grievance procedure in Chapter 7 of these Policies and Procedures is also prohibited.

6.04 Teaching Assistant's Responsibility to Supervising Faculty Member. A teaching assistant is accountable to the supervising faculty member in academic matters such as course content, procedures, and grades. Accordingly, the teaching assistant is expected to teach the material and to follow the procedures and grading policies specified by the supervising faculty member. This should not restrict the teaching assistant from presenting additional materials related to the content of the course, subject to the approval of the supervising faculty member who retains responsibility for course content and conduct.

6.05 Procedures for Discipline or Discharge. A. If a supervising faculty member believes that a teaching assistant's conduct of the course is inappropriate, he or she shall notify the TA and instruct the TA as to appropriate conduct of the class or section. If the TA does not take appropriate corrective measures, the supervising faculty member may recommend discipline or discharge. Before such action takes effect, and within seven (7) days of the recommendation, the department chairperson shall review the complaint and the recommended discipline or discharge. If the department chairperson, in consultation with the Executive Committee, agrees with the supervising faculty member, discipline or discharge may be implemented.

B. A department may subject a TA to discipline or discharge only through action of the department chairperson (in consultation with the Executive Committee) or the Executive Committee. The chairperson may act as the result of unsatisfactory teaching performance as set out in Chapter 5.03(D) and 5.03(E), or as the result of a recommendation of the supervising faculty member as set out in Chapter 6.05(A), or for other valid reason. The Executive Committee may act as the result of the TA's unsatisfactory teaching performance as set out in 5.03(E) or for other reason under its authority as set out in *UW–Madison Faculty Policies and Procedures* Chapter 5.21(C).

C. If the stated purpose of a meeting with a TA is to discharge or impose discipline, the TA shall be informed of the right to have a representative(s) participate in such a meeting. If a meeting is called for any other purpose, a TA may be disciplined or discharged only after he or she has been told that such action is contemplated, and after he or she is given the opportunity to have the participation of a representative(s). The meeting shall be recessed for a reasonable period if the TA requests representation.

D. There shall be written notice to the TA of discipline or discharge, stating by whose action the discipline or discharge is being taken, and stating the reasons for discipline or discharge.

E. In extreme circumstances where the department judges that immediate action is required, the department may call for immediate dismissal of a TA. In such circumstances, departments will first explore the feasibility of alternative duties or other ways to address the problem. Where this is not possible and the department recommends immediate dismissal, the TA shall have the right to an immediate hearing before the Dean or his or her designee, if the TA chooses to appeal the action. The department must show that the continued performance of assigned duties will seriously interfere with the educational function of the class, and that alternative duties are not feasible; otherwise the Dean will issue a directive reinstating the TA to the teaching position or assigning alternative duties pending the final outcome of the case. If the Dean agrees that neither reinstatement nor alternative duties is feasible, the TA will be placed on a leave without pay pending the final outcome of the case.

F. If the TA considers that the discipline or discharge is without just and sufficient cause, the TA may seek redress through the grievance procedure. If a TA pursues a grievance to Step Two of the grievance procedure Chapter 7.03(B), and if the grievance has resulted from notification of immediate dismissal which was appealed to the Dean by the TA under Chapter 6.05(E), the TA shall, upon request, be given the opportunity to appear and/or present a case before the school or college Committee on Teaching Assistant Policies and Procedures and the Dean see Chapter 7.03(B)(4).

G. If the discipline or discharge was imposed after the end of a TA's scheduled duties in a semester, the deadline for filing a grievance shall be the end of the first week of classes in the following semester.

Chapter 7
Grievance Procedure

7.01 Definition. A grievance is a dispute involving the application or interpretation of these Teaching Assistant Policies and Procedures.

7.02 Representation. A TA or a group of TAs may consult with, and be represented by, others at any time with regard to a grievance. However, no TA may be represented without the TA's consent. Time spent in such consultation is not part of the TA's instructional responsibilities, and it shall not conflict with the TA's scheduled teaching hours and responsibilities.

7.03 Process. Grievances shall be processed as follows:

A. *Step One:*

(1) The grievance shall first be presented in writing to the chairperson* of the department in which the TA is appointed. The written grievance must be presented within 21 days of the incident which is the cause of the grievance or within 21 days following the date when the TA could reasonably have been expected to know about the incident. Where the grievance involves a series of incidents it must be filed in writing no later than 21 days after the most recent incident. The investigation of such a grievance will consider the earlier incidents as well as the most recent incident. The written grievance shall specify the nature of the grievance being filed and shall include the name(s) of the grievant(s). [NOTE: The 21-day time limit does not apply to grievances resulting from Instructional Responsibilities disputes. The time limit for the filing of such grievances is 10 days as outlined in Chapter 3.02 (B)(2).]

(2) Within 20 days of receipt of the written grievance, the department chairperson shall communicate in writing the resolution of the grievance to the affected TA(s) and to the department Committee on Teaching Assistant Policies and Procedures. These time deadlines may be modified by mutual agreement of the affected TA(s) and the department chairperson or the Committee on Teaching Assistant Policies and Procedures. As far as possible, a teaching assistant grievance should be resolved at the department level. The case shall be considered closed unless the grievant appeals to Step Two within 14 days after receipt of the written departmental resolution of the grievance.

(3) During the 20-day period, the department chairperson will consult with the chairperson of the department Committee on Teaching Assistant Policies and Procedures. If the initial review indicates that the grievance will be upheld, a conference with the TA(s) is not required.

(4) Where this is not the situation or where more information is necessary, the TA(s) or representative(s) will be given the opportunity to appear and/or present a case before the Committee on Teaching Assistant Policies and Procedures and the department chairperson. Following this hearing, the Commit-

tee on Teaching Assistant Policies and Procedures will advise the department chairperson and Executive Committee concerning a resolution of the grievance.

(5) If the chairperson or any member of the department Committee on Teaching Assistant Policies and Procedures is a party to the grievance, he or she shall not participate in that grievance procedure.

B. *Step Two*

(1) If the grievance is not satisfactorily adjusted at Step One, the grievant may appeal in writing to the Dean.

(2) Within 20 days after the filing of the grievance at Step Two, the Dean shall respond in writing to the affected TA(s). These time deadlines may be modified by mutual agreement of the affected TA(s) and the Dean or the Committee. The case shall be considered closed unless the grievant appeals to Step Three within 14 days of receiving the written response.

(3) During the 20-day period, the Dean will consult with the chairperson of the school or college Committee on Teaching Assistant Policies and Procedures. If the initial review indicates that the grievance will be upheld, a conference with the TA(s) is not required.

(4) Where this is not the situation, or where more information is necessary, the TA(s) or representative(s) will be given the opportunity to appear and/or present a case before the Committee on Teaching Assistant Policies and Procedures and the Dean. Following this hearing, the Committee on Teaching Assistant Policies and Procedures will advise the Dean on a resolution of the grievance.

(5) If the Dean or any member of the school or college Committee on Teaching Assistant Policies and Procedures is a party to the grievance, he or she shall not participate in that grievance procedure.

C. *Step Three*

(1) If the grievance is not satisfactorily adjusted at Step Two, the grievant may appeal in writing to the Chancellor.

(2) Within 20 days after the initial filing of the grievance at Step Three, the Chancellor shall respond in writing to the affected TA(s). The case shall then be considered closed. These time deadlines may be modified by mutual agreement of the affected TA(s) and the Chancellor or the Committee.

(3) During the 20-day period, the Chancellor will consult with the chairperson of the Campus Committee on Teaching Assistant Policies and Procedures. If the initial review indicates that the grievance will be upheld, a conference with the TA(s) is not required.

(4) Where this is not the situation, or where more information is necessary, the TA(s) or representative(s) will be given the opportunity to appear and/or present a case before the Committee on Teaching Assistant Policies and Procedures and the Chancellor. Following this hearing, the Committee on Teaching Assistant Policies and Procedures will advise the Chancellor on a resolution of the grievance.

(5) If the Chancellor or any member of the Campus Committee on Teaching Assistant Policies and Procedures is a party to the grievance, he or she shall not participate in that grievance procedure.

*For the purpose of this Chapter, in each instance where the word "chairperson," "Dean," or "Chancellor" is used, the phrase *or his or her designee* should be read as immediately following.

Chapter 8
Appointment Resources, Environment and Conditions

8.01 Instructional Resources and Environment.

A. Teaching assistants shall be provided with appropriate instructional resources and environment as necessary for the performance of their instructional responsibilities. Within available resources, the following shall apply:

1. Each teaching assistant shall be provided with adequate office and storage space, a mailbox, and a desk.

2. Where the nature of the teaching assistant's duties make it appropriate, he or she shall have access to auxiliary services and equipment such as calculators, computer terminals, tape recorders, audiovisual equipment, typewriters and assistance in preparing technical or specialized classroom materials.

3. Teaching assistants shall be given access to local telephone lines. Long distance telephone calls require the prior approval of the department chairperson.

4. Each teaching assistant shall have a reasonable allocation of routine teaching supplies.

5. Teaching assistants shall have access to and use of facilities for conferences with groups of students, other teaching assistants, or faculty, or for other duty-related purposes.

6. Each department shall provide a suitable bulletin board or bulletin board space, open and accessible to all TAs and TA groups.

8.02 Tuition Deduction. A TA has the option at the beginning of the fall semester of paying that semester's tuition and fees through payroll deductions in equal amounts from the November 1, December 1 and January 1 paychecks of that semester's payroll. At the beginning of the spring semester a TA has the option of paying that semester's tuition and fees through payroll deductions in equal amounts from the March 1, April 1, and May 1 paychecks of that semester's payroll.

8.03 Health Care Programs. A TA with a one-third or greater appointment as a TA, or a one-third combination appointment of TA, RA, and PA support, is eligible to participate in the health care programs established under section 40.165, Wis. Stats. Departmental offices shall have information on current eligibility criteria and benefits.

8.04 Nonresident Tuition Remission. A TA who is not a permanent resident of the State of Wisconsin and who has a 33% or greater appointment as a TA, or a 33% combination appointment as a TA, RA, and/or PA, shall receive nonresident tuition remission as specified in section 36.27, Wis. Stats.